

RID-58/699
25 August 1958

MEMORANDUM FOR: SSA/DDS

SUBJECT : Distribution of Administrative Plans

Reference : DDS Memorandum for the Record #57-2598
dated 20 August 1958, Subject: Distribution
of Administrative Plans

1. A problem has arisen in regard to the availability to certain DDS components of the Administrative Plans to Project Outlines deposited by the DDP Senior Staffs into their Vital Materials holdings. Attached as TAB 1 is a memorandum from the Office of the Comptroller requesting that these Administrative Plans be made available to them in the event of an emergency. The Commercial Staff raised this same question upon receipt of the reference memorandum, which denied them a copy for Vital Materials.

2. This office contacted PP Staff and FI Staff to determine if these staffs would allow the requesting DDS offices access to the VM copy of the Administrative Plans. The PP Records Administration Officer, after consultation with PP/OPS, declared that the Commercial Staff and the Office of the Comptroller could have access to the Plans. (Also, they wished to continue holding a copy with their Vital Materials.) [REDACTED] of FI Staff, when questioned regarding access to the VM copy of the Administrative Plans, indicated that FI would decentralize the copies of plans to the proper Area Division upon activation of the Relocation site on "M" Day. This, of course, means that the Commercial Division and the Office of the Comptroller would have to contact the Area Division concerned for copies of Administrative Plans governing FI Projects. At this point, this office felt there was a problem which might warrant consideration by the SSA/DDS.

3. According to the latest thinking of the War Planners, if global war broke out, agency components would be rather widely separated into comparable groups, sometimes miles apart, making difficult access by the Office of Comptroller and the Commercial Staff to Administrative Plans in the custody of the PP Staff or Area Divisions. If this is a reasonable assumption, it would appear practical, therefore, to have an extra copy of Administrative Plans prepared for

inclusion in the VM holdings of the Commercial Division. The Office of Comptroller would then have access to these Plans through another DDS component. While it is realized this suggestion would duplicate VM deposits, the space used and the work entailed should be little. 25X1A9a

25X1A9a 4. If this thought is taken under advisement, [REDACTED] is available to discuss the matter further or answer any questions relating to maintenance of the subject Vital Materials.

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[REDACTED]
Chief, RID

1 Attachment:

TAB 1: Memo from O/Comptroller
dated 22 July 1958, as stated.